**Memorandum: To all Staff & MSc students**

**Re: Costing procedure for MSc Psychology student Projects**

**From: Alison Bacon (MSc Psychology tutor)**

Students registered for the MSc Psychology programme are normally allowed up to £120 towards the cost of photocopying and running their research project. Spending must be agreed with the MSc Psychology Tutor before purchases are made. Under no circumstances should students order equipment/tests etc from suppliers. All orders for supplies other than shelf consumables will be made through the Faculty Finance Department.

The system by which MSc project costs are allocated needs to be more closely regulated. Our budgets are limited, and in order to be fair to all, I need to keep careful track of expenditure, and I need to know that the costs I do approve represent good value

Consequently I am proposing a 2 stage system for ALL MSc project expenditure.

This includes research-related costs, photocopying and participant payments.

# Stage 1

Students should first discuss the request with their Supervisor. Students and supervisors should seek to develop a costing that represents good value.

Both student and supervisor should sign the finalised costing and pass it on to the MSc Psychology Tutor for approval. (See form overleaf).

# Stage 2

The MSc Psychology Tutor will check the costing form, and refer back for clarification / amendment where necessary. If the MSc Tutor supports the costing she will pass on the details to the secretarial staff for an order form to be raised, and processed.

## Important notes

1. In future payments will NOT be authorised unless they have been through this system. I.e. reclaims for expenditure not authorised in advance will not be allowed.
2. Secretarial staff will NOT type orders for Students directly.
3. Receiving a Supervisor’s approval does not mean that the School will meet all requested costs.

### School of Psychology

**Proposed Costing form for MSc Psychology Expenditure**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed costs:**

*Please give details of proposed costs, with brief supporting rationale for each item.*

*Use an attached sheet where necessary.*

Total Costs requested: \_\_\_\_\_\_\_\_\_\_\_\_

I have read and approved the above costing:

Signed (Supervisor) \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Approved MSc Psychology Tutor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: